


Regibox[®]

Secure registered e-box for document sharing

User Guide

Installation

1. Before you can start to use Regibox, you need to be registered on the Satswana system. If you already have an account with Satswana then please skip this next step.
2. Please open an account <https://regify.satswana.com/phpSignUpMember.php>. We do recommend that you select the option to receive your password by email, and not by SMS.
3. Once you are a registered user then please download the Regibox Manager software from <https://regify.satswana.com/phpDownloads.php?lg=EN>
4. Install Regibox Manager on your PC in the usual manner.
5. Open Regibox Manager and you will be presented with the initial login screen.
6. Please enter the email address you used for registration, plus the password that was sent to you by the Satswana system, and Login.

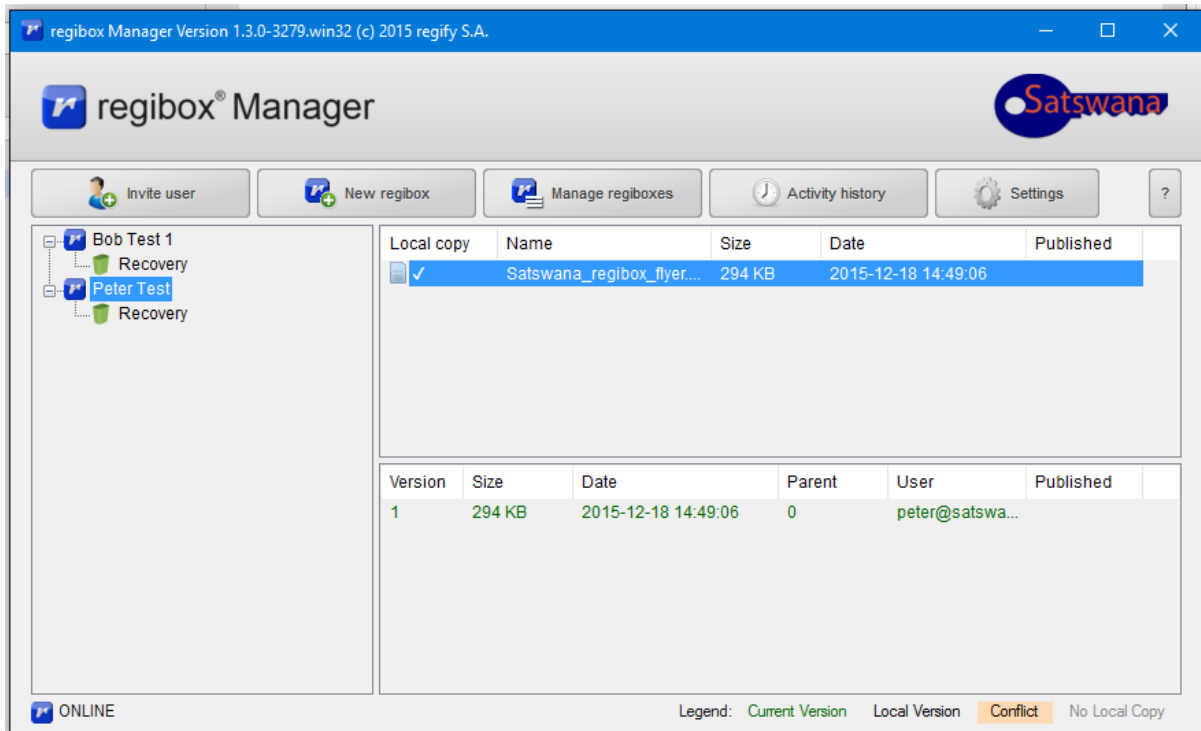


The screenshot shows a window titled "regify Configuration" with a blue header. The window contains the regify logo (a blue circle with a white 'r') and the text "regify® Trusted E-Communications". Below the logo, there are two input fields: "E-mail address registered for regify:" and "regify Password:". Below the password field is a blue button labeled "Proxy Settings... (optional)". Below that is a large blue button with a white play icon and the text "Login". At the bottom, there are two smaller blue buttons: "Forgot Password" and "Sign Up".

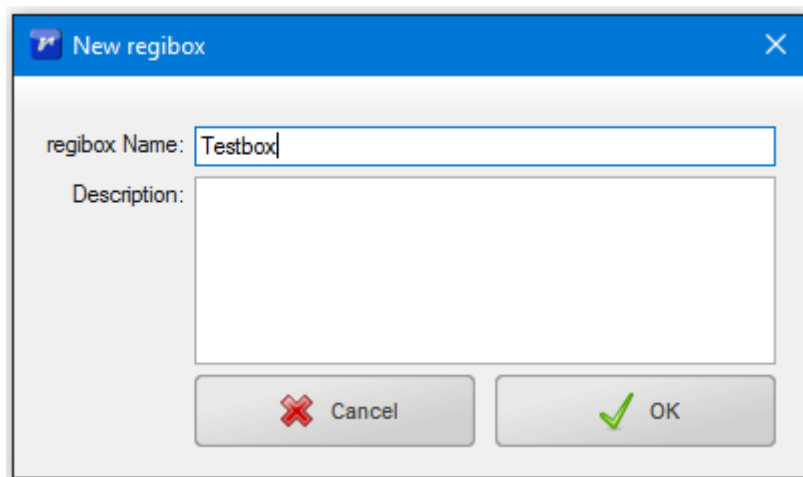
Using Regibox

Use the regibox manager to manage your boxes. For example: **Create new regiboxes, Invite members, restore previous versions or publish files.**

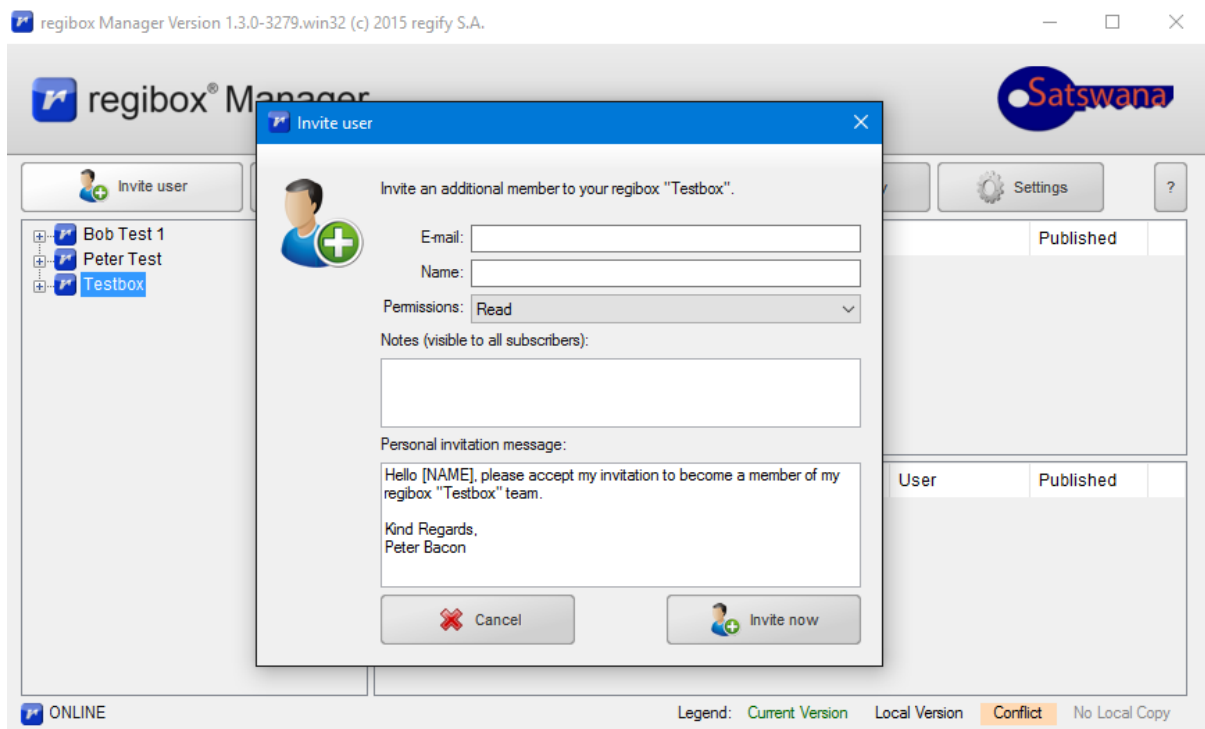
In order to open the regibox manager, you can click its icon in the "tool tray" of your task bar. If you close the regibox manager by clicking its "close" icon, it will get minimized to the task bar but not terminated, because it has to run in the background to synchronize your regiboxes (visible in tool tray).



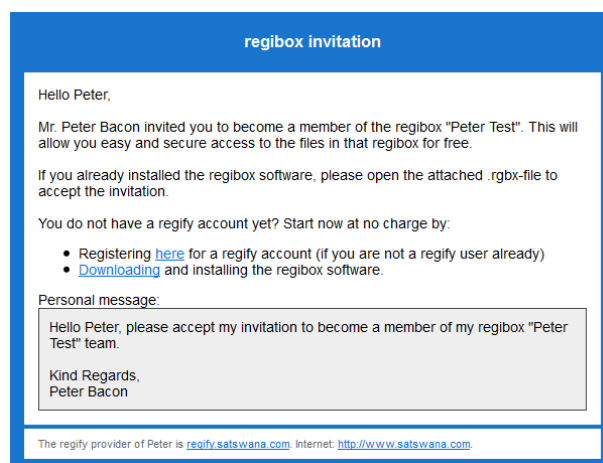
It is recommended that the first step is to create a "New Regibox" that will be shared with your colleagues.



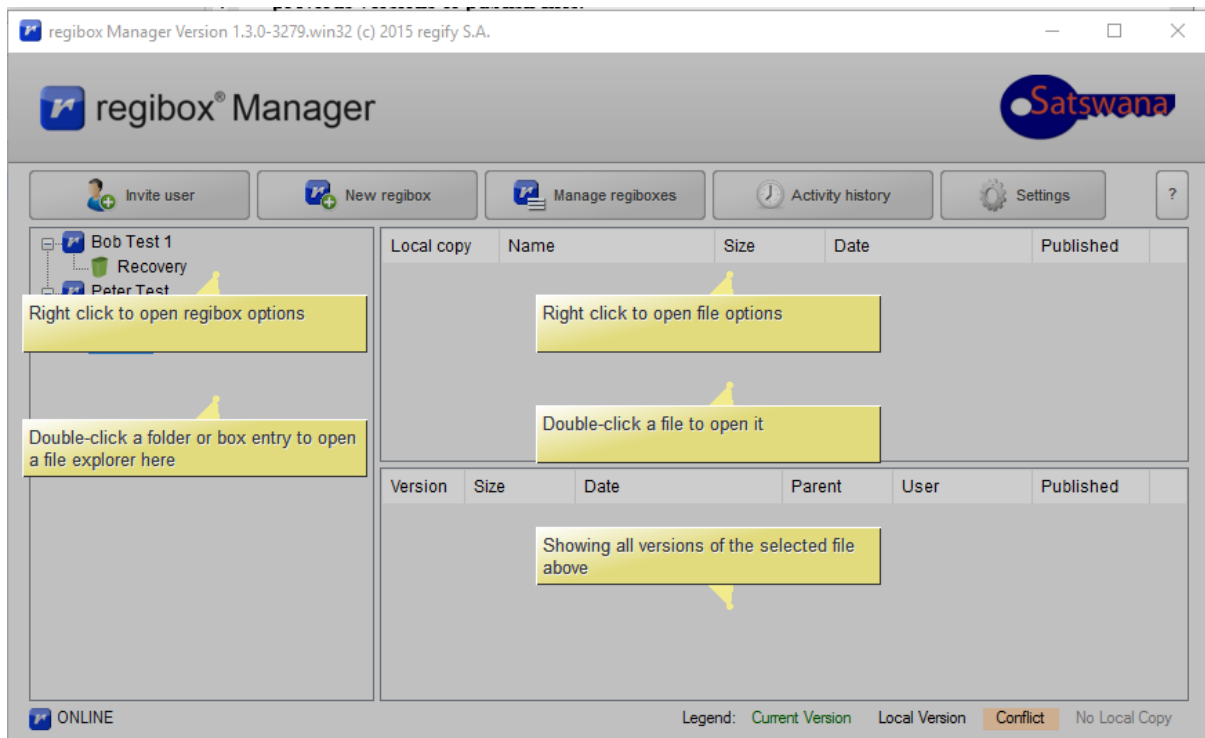
Once the new Regibox has been created you may “Invite user” to share your secure box. Highlight the individual Regibox you would like to share and then click on the box that says “Invite user”. Make sure you use the drop down menu to select the correct permissions for your users, such as read only, or read/write.



Your colleagues will receive an email with the following information. Your colleagues will need to also register with Satswana and install the Regibox Manager software.

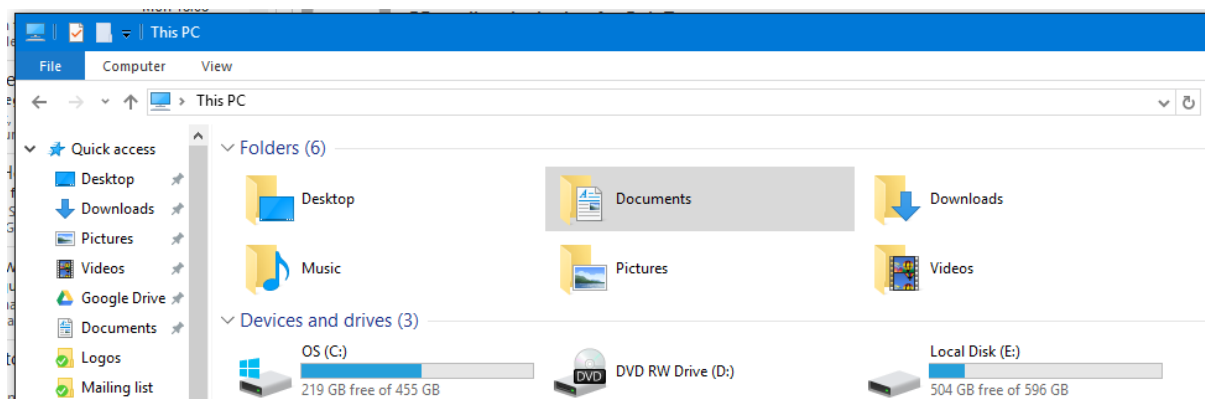


Selecting the Help file (?) will bring up a screen showing your options



Daily usage

We created a new "regibox" sub-folder inside your standard "Documents" folder. In there you will find the folders representing each regibox. These folders contain the corresponding regiboxes content. Everything you do in there is synchronized with the respective regibox.



Use the standard file explorer window to do the usual file operations. For example: Add, rename or delete files and folders.